

ASSIGNMENT 2

Textbook Assignment: BUPERS Instruction 1610.10, Enclosure (2), Annex A-3 through D-4.

Learning Objective: Recognize the basics for completing, processing, and mailing fitness and enlisted evaluation reports.

- 2-1. Which of the following formats should you use in entering the date reported or period?
1. 15SEP96
 2. 10/01/96
 3. 961017
 4. 96NOV15
- 2-2. A LT has been spot promoted to LCDR. "SELECTED" should be entered in block 6 (promotion status).
1. True
 2. False
- 2-3. Which of the following formatted dates should you enter as the beginning date for a CTICS who is due a regular report with the ending date of 96FEB06 on his last regular report?
1. 96FEB10
 2. 15FEB96
 3. 96FEB07
 4. 96FEB06
- 2-4. You are preparing a wholly NOB report on a CTA1. Which, if any, of the following blocks may be appropriately marked?
1. Trait grades
 2. Career recommendation
 3. Promotion recommendation and summary
 4. None of the above
- 2-5. Which of the following is an authorized entry for physical readiness?
1. P/WS
 2. E/WS
 3. Both 1 and 2 above
 4. P/19
- 2-6. The reporting senior has just received the drafted EVAL submission for an E-6 and it reflects F/WS in block 20. Comments are not required in this report and it is not considered as an adverse evaluation.
1. True
 2. False
- 2-7. An E-5's participation in his command's last PRT was waived due to a medical problem. Which, if any, of the following physical readiness codes should be used to indicate this condition in block 20 of his upcoming regular evaluation report?
1. P/WS
 2. F/WS
 3. M/WS
 4. None of the above
- 2-8. Block 21 - billet subcategory does not require an entry and may be left blank.
1. True
 2. False

- 2-9. When using subcategories in block 21, which of the following entries should be used for a reservist on active duty for 6 months at NTTC Pensacola for active duty training?
1. RESAC6
 2. STUDENT
 3. INSTRUCTION
 4. BASIC
- 2-10. Use of a special billet subcategory must be approved by the CHNAVPERS in advance via the chain of command.
1. True
 2. False
- 2-11. A captain is the reporting senior for a LT. Which of the following entries should be entered into the designator block when the captain is enclosing a letter report?
1. 7441
 2. USAF
 3. LTR
 4. NOAA
- 2-12. In completing block 29, what maximum number of characters and spaces may be used in the description of the primary duty?
1. 14
 2. 15
 3. 20
 4. 25
- 2-13. After entering the primary duty in block 29, the remainder consists of which of the following elements?
1. Duty title
 2. Periods not available for duty in which no duties were assigned
 3. Job scope statement
 4. Each of the above
- 2-14. Each mid-term counseling should be documented on the report for the period in which it occurred.
1. True
 2. False
- 2-15. The signature of the individual counseled (block 32) should be signed on the counseling worksheet as well as on the fitness or evaluation report.
1. True
 2. False
- 2-16. Which, if any, of the following is signified by a signature in block 32?
1. It verifies that blocks 30 and 31 of the report are accurate
 2. Counseling was considered adequate
 3. Member agreed with counseling
 4. None of the above
- 2-17. Continuation sheets and enclosures may be included with the FITREP or EVAL report if they are in which of the following formats?
1. A civilian or foreign letter report
 2. A letter-extension of a concurrent/regular report
 3. A classified letter-supplement
 4. Each of the above
- 2-18. What is the maximum number of (a) characters including spaces, (b) number of lines for the statement for the career recommendation (41 EVAL or 40 FITREP) block?
1. (a) 12 (b) 1
 2. (a) 20 (b) 2
 3. (a) 15 (b) 2
 4. (a) 10 (b) 1

2-19. Which of the following is considered as a required administrative comment in block 43 (EVAL) or block 41 (FITREP)?

1. Performance as a member of a court-martial
2. Non-punitive letter of censure
3. Material from privileged investigative report
4. Reason for physical readiness codes N or XX

2-20. When typing a CTOCM's evaluation, you enter the information about his receiving the Navy Commendation award in which, if any, of the following blocks?

1. 41
2. 43
3. 44
4. None of the above

2-21. Which of the following conditions should be considered when marking the promotion recommendation block 45 (EVAL) or block 46 (FITREP)?

1. Performance trait grades consistent with recommendation
2. Taking into account the difficulty of the assignment
3. Reporting senior's judgement of the member's value to the Navy in the next higher grade
4. Each of the above

2-22. Which of the following types of signatures is allowed when completing the signature of reporting senior (EVAL block 50/FITREP block 45) whose name appears in block 22?

1. Signature of individual "acting" during absence of reporting senior
2. The use of a stamped signature
3. Original of reporting senior only
4. Signature of individual given by direction

2-23. The date entered into block 50 (EVAL) or block 45 (FITREP) does NOT have to be the actual signature date.

1. True
2. False

2-24. The member's signature is generally required on all regular reports for all pay grades.

1. True
2. False

2-25. When a concurrent report is forwarded to the member's regular reporting senior for signature, which of the following entries should the report contain?

1. Name and rank only
2. Name and command name only
3. Name, rank, title, and command only
4. Command, name, and title only

- 2-26. Which of the following (a) application software and (b) preferred diskette size should be used when preparing an electronic copy of reports readable by BUPERS?
1. (a) MS-Word (b) 5 1/4"
 2. (a) BUPERS software (b) 3 1/2"
 3. (a) WP5.2 (b) 3 1/2"
 4. (a) Proform filler software (b) 5 1/4"
- 2-27. All reports on diskette should have the same reporting senior.
1. True
 2. False
- 2-28. When laser-printing or copying fitness and enlisted evaluation reports, it is preferred that the back of the form be printed or copied head-to-toe.
1. True
 2. False
- 2-29. When the front and back of the fitness or enlisted evaluation report are prepared on separate sheets, the reporting senior is required to sign both sheets.
1. True
 2. False
- 2-30. Which of the following types of files may be put on a diskette that has reports with various ending dates but the same reporting senior?
1. EVAL files
 2. FITREP files
 3. Both 1 and 2 above
 4. Counseling files
- 2-31. You are creating the file name for a diskette with a summary group. Which of the following formats should you use when the first name alphabetical order is PUBLISHER, SSN 123-45-6789?
1. PUBL6789.DBF
 2. PUBL.TXT
 3. PUBL.DBF
 4. 6789PUBL.TXT
- 2-32. The diskette label must include which of the following information?
1. The words EVAL/FITREP
 2. Name of program used to produce the reports
 3. Reporting senior's last name, SSN, command name, and date the label was written
 4. Each of the above
- 2-33. EVAL/FITREP reports should be mailed to BUPERS within how many days of the ending date for (a) active duty members and (b) inactive duty members?
1. (a) 10 (b) 15
 2. (a) 15 (b) 30
 3. (a) 15 (b) 24
 4. (a) 7 (b) 20
- 2-34. A member is not available to sign the EVAL/FITREP report. You should delay the complete summary group.
1. True
 2. False

2-35. Which of the following (a) annotations should be made on the EVAL/FITREP when a member is unavailable for signature and (b) what copy of the report should be forwarded to BUPERS?

1. (a) Unsigned, (b) a copy
2. (a) Member unavailable for signature, (b) original
3. (a) Unsigned advance copy, (b) a copy
4. (a) No signature, (b) original

Learning Objective: Recognize the qualifications of the reporting seniors and raters.

2-36. A commanding officer may submit a FITREP or enlisted evaluation report on an individual who has reported to that CO for which of the following types of duty?

1. Permanent
2. Temporary
3. Additional
4. Each of the above

2-37. E-5 evaluation reports can be signed by enlisted commanding officers and officers-in-charge. Personnel in what minimum enlisted pay grade may be authorized by CHNAVPERS to sign an E-5's evaluation?

1. E-9
2. E-8
3. E-7
4. E-6

2-38. What exhibit in BUPERSINST 1610.10 should a command use in designating the rater and senior rater of E-6 and below personnel?

1. A-1
2. A-4
3. B-1
4. B-2

2-39. What minimum pay grade should the delegated reporting senior be for officer FITREPs?

1. O-2 or GS-11
2. O-3 or GS-12
3. O-4 or GS-13
4. O-5 or GS-14

2-40. You are a CDR and have been delegated as the reporting senior at a training command. An adverse FITREP has been forwarded to you on one of the officers assigned to the command for training. As the reporting senior you are authorized to sign the FITREP.

1. True
2. False

2-41. What should be the minimum pay grade of a delegated reporting senior for an evaluation report on a CTR1 at an operational command?

1. GS-9
2. GS-11
3. O-4
4. O-3

2-42. The scope of a delegation of authority should meet which of the following requirements defined by the commanding officer?

1. Report only on members junior to themselves
2. Include CO's authority to recommend promotion and advancement
3. May be limited to certain pay grades and should include all subordinate members in those pay grades
4. Each of the above

2-43. The NSGA commanding officer may not change or add comments to a delegated report.

1. True
2. False

2-44. Which of the following responsibilities does a CO retain for a report with a delegated reporting senior?

1. Submit report covering part of the same report
2. Sign or return reports that are adverse
3. Sign reports that have been directed as redress
4. Both 2 and 3 above

2-45. For what reason would an Immediate Superior in Command (ISIC) assume a reporting senior's responsibilities and authority?

1. Reporting senior is on leave for 60 days
2. Reporting senior is TEMDU for 179 days
3. Reporting senior has died
4. Reporting senior has transferred overseas

2-46. Upon assuming reporting senior authority, the ISIC should review all delegations of authority that are effective at that time.

1. True
2. False

2-47. Upon assumption of a reporting senior's authority, the ISIC should give written notice to which of the following individuals?

1. CHNAVPERS (Pers-32)
2. Members on whom the ISIC will be reporting
3. Seniors in the chain of command
4. Each of the above

Learning Objective: Identify performance counseling requirements.

2-48. Which of the following is a goal of performance counseling?

1. To improve communications
2. To encourage personal development
3. To enhance professional growth
4. Each of the above

2-49. Which, if any, of the following is an important element of the performance counseling process?

1. Performance traits
2. Feedback from member
3. Supervisor remarks on performance
4. None of the above

2-50. Performance counseling should allow the individual to be involved in the decision making and assist in planning the actions required to implement the steps needed to improve his performance.

1. True
2. False

2-51. Supervisors/raters should use the mid-term counseling to make promises or guarantees to the member that they will receive certain marks or recommendations on their annual report if they perform well.

1. True
2. False

A. JAN	E. SEPT
B. FEB	F. OCT
C. MAR	G. DEC
D. MAY	

FIGURE 2A

IN ANSWERING QUESTIONS 2-52 THROUGH 2-55, SELECT FROM FIGURE 2A, THE MONTH IN WHICH MID-TERM COUNSELING IS DUE FOR THE INDIVIDUAL RATE OR PAY GRADE USED AS THE QUESTION.

2-52. CTCR.

1. A
2. B
3. C
4. D

2-53. Active reserve CDR.

1. B
2. E
3. F
4. G

2-54. CWO4.

1. D
2. E
3. F
4. G

2-55. CTR3.

1. C only
2. E only
3. C and E
4. F

2-56. What are some of the major objectives that should be accomplished when counseling a member?

1. Identify important strengths and shortcomings
2. Concentrate on ways to improve performance in problem areas
3. Ensure that the growth plan is challenging, realistic, and attainable
4. Each of the above

2-57. During a counseling session between the rater and the member, stress can affect the counseling process.

1. True
2. False

2-58. On which of the following aspects should performance counseling focus?

1. Reinforcing Navy expectations
2. Motivating the member toward high standards of professionalism
3. Both 1 and 2 above
4. Acting as official disciplinary counseling related to misconduct

Learning Objective: Recognize submission times and criteria for regular fitness and evaluation reports.

2-59. Without the approval of CHNAV-PERS, what is the maximum number of months a regular report may cover, including any letter-extensions?

1. 12
2. 15
3. 18
4. 20

2-60. Which of the following requirements should be met when submitting a letter-extension on an officer?

1. It should document promotion recommendation changes to the original report
2. It should document performance performed at the same command as the original report
3. It should be signed by the same reporting senior who signed the original report
4. Both 2 and 3 above

2-61. Which, if any, of the following reports should be prepared on a CTR2 who has only been onboard the command for 3 months?

1. Periodic
2. Performance information memorandum (PIM)
3. Letter-extension
4. None of the above

2-62. A CTRC is reassigned to another department within the same command, but to a different reporting senior. The losing reporting senior should submit a detachment of individual regular report.

1. True
2. False

2-63. A CTM1 who is transferring to the Fleet Reserve on 31 December is required to receive a periodic report on the regularly scheduled date of 15 November.

1. True
2. False

2-64. Special reports should be submitted to support a detachment for cause.

1. True
2. False

2-65. Which of the following authorities is required to approve a detachment for cause request?

1. CNO
2. CNSG
3. CHNAVPERS
4. Commanding officer

2-66. A CTM2 will be frocked to CTM1 effective 16 Jun 96. What would be the ending date entered into block 16 of the NAVPERS 1616/26 form?

1. 96JUN17
2. 96JUN16
3. 96JUN15
4. 96JUN14